

Supervision Reporting Form Instructions - Login Step 1

Web site URL <http://www.lpc.ms.gov/>

Click the Login button at the bottom of the menu to go to the login screen.



lpc.ms.gov
MISSISSIPPI
State Board of Examiners for Licensed Professional Counselors

[Home](#) [Site Map](#) [Contact Us](#)

Today is: Wednesday, August 06, 2014

Statute and Rules
Board Information
Licensee Search
Filing a Complaint
Forms
Affiliated Links
MS Licensure Requirements (How to sit for exam.)
Frequently Asked Questions
Login

Quick Links
[Rules and Regulations](#)
[Other](#)
[MS Transparency](#)

If you did not submit your renewal form prior to June 30, 2014 your license is now "Lapsed."

Please complete the "Lapsed License Renewal Form" to reinstate your license to "Current" Status and submit appropriate fees and CE Reporting Forms to Board Office.

2014 Biennial License Renewal

2014 License renewal forms have been mailed out. Please be aware, however, that failure to receive this notification does not relinquish your responsibility for timely renewal. Renewal forms must be returned to the LPC Board office PRIOR to June 30, 2014, to remain Active Status.

Visit the "Forms" section (on the left) to find the Lapsed License Renewal Form and CE Reporting Form. NOTE: Board Qualified Supervisors must submit the appropriate renewal fee.

Click on the link above for details about requirements for CEHs or visit the "Frequently Asked Questions" section.

Welcome to Mississippi Board of Examiners for Licensed Professional Counselors

Welcome to the website of the Mississippi Board of Examiners for Licensed Professional Counselors. We hope that this site supplies you with all the information you need to become licensed or continue your licensure in the State of Mississippi.




Supervision Reporting Form Instructions - Login Step 2

Enter your email address and password.

If you don't remember your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.



lpc.ms.gov
MISSISSIPPI
State Board of Examiners for Licensed Professional Counselors

[Home](#) [Site Map](#) [Contact Us](#)

Statute and Rules

Board Information

Licensee Search

Filing a Complaint

Forms

Affiliated Links

MS Licensure Requirements (How to sit for exam.)

Frequently Asked Questions

Login

Today is: Tuesday, March 24, 2015

Licensee Login

If you are a Licensed Professional Counselor you can login and make updates to your information. You can also renew your license if all your requirements are current. [Login and Profile Instructions](#)

Email :

Password :

 [I don't remember my password or have never logged in before.](#)

If you have forgotten your password or this is your first time to login, click the I don't remember my password link. You will then enter your email address and your password will be emailed to you. If this is your first time to login, you will be required to change your temporary password when you begin the login process.

 By entering data into this web site your are agreeing to abide by the operating rules of the Mississippi State Board of Examiners for Licensed Professional Counselors and certifying that all information is accurate and correct to the best of your knowledge and belief.

[Mississippi State Board of Examiners for Licensed Professional Counselors Website Disclaimer](#)
239 North Lamar Street
Suite 402
Jackson, MS 39201
Office: 601 359-1010
Fax: 601 359-1030
[Transparency Mississippi Management and Reporting System](#)



Supervision Reporting Form Instructions - Profile Overview

When you login, you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirements for online renewal, you can renew your license and pay your fees online.
- You are required to add your photo to your profile.

The following screens will show you how to use your profile.



lpc.ms.gov
MISSISSIPPI
State Board of Examiners for Licensed Professional Counselors

Today is: Friday, August 08, 2014



License No.: 5859

Last Name: Test

First Name: Jim

Middle or MI: Henry

Title: Dr.

Suffix: Sr

SSN: 968-53-5741

DOB: 1992-07-01

Designation:

Name(s) as shown on transcripts and/or exam records
if different from what's to the left:

Password:

No file chosen

General Registration

Education

Notes And App Info

Complaints

Payments

Print Forms

Online Payments

General Registration

Supervision Reporting Form Instructions - Profile Detail #1

In the upper right corner of your profile is the Save Changes, Logout and, if you've met all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.

The screenshot shows a web interface for "Supervisors for Licensed Professional Counselors". The header features a banner with a building, a flower, and a bird. Below the banner, the user's profile information is displayed: "5859", "Test", "Jim", and "Henry". To the right of the profile information are three buttons: "Save Changes", "Logout", and "Renew License". A red arrow labeled "1" points to the "Save Changes" button. A red arrow labeled "2" points to the "Logout" button. A red arrow labeled "3" points to the "Renew License" button. Below the "Renew License" button is a text input field containing "Jim Test". A red arrow labeled "4" points to the "Password:" label, which is followed by a text input field containing "123ABC". Below the password field is a dropdown menu labeled "Select".

Supervisors for Licensed Professional Counselors

5859

Test

Jim

Henry

Save Changes

Logout

Renew License

Name(s) as shown on transcripts and/or exam records
if different from what's to the left:

Jim Test

3-5741

07-01

Select ▼

Password: 123ABC

Supervision Reporting Form Instructions- Profile - Add Photo

To add or update a photo to your profile, click the button below the photo and choose the photo image.

This image should be a passport style photo, about 200 px wide and no more than 500Kb (.5Mb) in size.

Photos larger than this will not be allow to upload.

Once you have selected the photo, click the Save Changes button and your photo will be uploaded and saved to your profile.

State Board of Examiners for Licensed Professionals

Today is: Friday, August 08, 2014

License No.: 5859

Last Name: Test

First Name: Jim

Middle or MI: Henry

Title: Dr.

Suffix: Sr

SSN: 968-53-5741

DOB: 1992-07-01

Designation:

No file chosen

Name(s) as shown:

Passport Photo:

Supervision Reporting Form Instructions - Profile - Tabs

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only.
The Online Payments tab allows you to pay certain fees online.

General Registration	Education	App Info	Complaints	Payments	Print Forms	Online Payments
----------------------	-----------	----------	------------	----------	-------------	-----------------

General Registration

PUBLISHED ADDRESS (Public): ☐ HOME ☐ BUSINESS ☒ DO NOT PUBLISH

PUBLISHED PHONE NUMBER: ☐ HOME ☐ BUSINESS ☐ CELL ☒ DO NOT PUBLISH

BOARD CORRESPONDENCE: ☒ HOME ☐ BUSINESS

Waiver to release published address to State and National organizations: ☒

Home Address (Permanent not P.O. Box)		Business Address	
Address	44 Top Lane	Employer	
Address 2		Address	92 Upper St.
City, St Zip	Johnson Mississippi 39442	Address 2	
Phone	(601) 555-2222 Cell Phone (601) 555-3333	City, St Zip	Johnson Alabama 39444
Email	office@iweblogic.net (Required for login)	Phone:	(601) 555-8888 FAX: 2059919388
Home Fax:		Business Email:	77777
County	ALCORN District: 3	Employment Type	vvvvv
		Employment Desc.	errrr
		2nd Business Address	
		Name	Golden Care
		Address	12 Some St
		City, State Zip	Birmingham Kentucky 35887
		Phone	(256) 555-4444

Supervision Reporting Form Instructions - General Registration Tab for BQS

If you are a board qualified supervisor (BQS) the General Registration tab will show those you have agreed to supervise. From this list you are able to review and update the Weekly Supervision Reporting Log.

Supervisor for:

Me Test - From: 2015-10-01 To 2017-11-02	Prepare Weekly Supervision Reporting Log
View/Update Agreement Form B - PDF	Supervision Complete
	Update Completed Hrs.
Bob atest2 - From: 2015-01-01 To 2015-01-03	Prepare Weekly Supervision Reporting Log
View/Update Agreement Form B - PDF	Supervision Complete
	Update Completed Hrs.
JOhn atJones - From: 2014-09-01 To 2014-09-08	Prepare Weekly Supervision Reporting Log
View/Update Agreement Form B - PDF	Supervision Complete
	Update Completed Hrs.

Supervision Reporting Form - Profile - Tabs - App Info

The App Info tab in your profile is where you will find the Post-Graduate Supervisory Agreement form you entered online and was concurred by your supervisor. Scroll down to Part III Supervised Experience.

[General Registration](#) [Education](#) **[App Info](#)** [Complaints](#) [Payments](#) [Print Forms](#) [Online Payments](#)

App Info

For Board Office Use Only

Tracking: (Date Received in Board Office)

Background Check:

NBCC Exam

Verification of lic in other jurisdiction:

Verification Notes:

Transcripts: School

Date

Form B For Shamekias Lampkin was received on 2016-02-17

Application Information

Do not apply for license until you have completed requirements.

[Edit Application or Review and Apply for License with Payment](#)

Supervision Reporting Form - Profile - Tabs - App Info - Part III

PART III - SUPERVISED EXPERIENCE					
Complete Post-Graduate Supervisory Agreement			View Supervised Work Experience - Worksheet		
POST-GRADUATE SUPERVISOR INFORMATION (Pending)					
Name:	Forest	t	atest		
	First	Middle or MI	Last		
MS BQS Certificate #: Issued:					
MS LPC License #: 1925 Issued: 2007-06-30 Expiration Date: 2015-11-30					
Preferred Mailing Address:		89 o"top st	Birmingham	MS	25411
		Address	City	State	Zip
Telephone #: 2058887477		Email: homezz@pamnoelstudio.com			
INFORMATION RELATED TO SUPERVISED EXPERIENCE					
Name of organization or agency where experience will be gained (Complete separate form for each setting):					

Supervision Reporting Form - Profile - Tabs - App Info - Part III

The Prepare Supervision Reporting Log button is found at the bottom of the Post-Graduate Supervisory Agreement. Click on this button to be taken to the log.

Type of Setting: Private Practice <input type="radio"/> Hospital <input checked="" type="radio"/> School <input type="radio"/> Volunteer <input type="radio"/> Government Agency <input type="radio"/> Nonprofit <input type="radio"/> Other <input type="radio"/> (describe: setting stuff)	
Type of Counseling Experience/Scope of Practice To Be Gained (Check all that apply) General <input checked="" type="checkbox"/> Group <input checked="" type="checkbox"/> Marriage & Family <input checked="" type="checkbox"/> Drug & Alcohol <input checked="" type="checkbox"/> Career & Vocational <input checked="" type="checkbox"/> Rehabilitation <input checked="" type="checkbox"/> Academic <input checked="" type="checkbox"/> Child & Adolescent <input checked="" type="checkbox"/> Art Therapy <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> (describe my stuff)	
Upload Contract Prepare Supervision Reporting Log	
Paper copy of Supervisor Contract received on:	
Form A or Form B or Form C received on:	

Supervision Reporting Form - Profile - Supervision Reporting Log

1. Use the calendar icon to select the Date of the first day of the week (Sunday or Monday).
2. A maximum of forty (40) hours in supervised clinical practice can be counted in one week. Report hours e.g. 1, 2, 3.75. Only numerical entries are accepted.
3. Direct services should be entered in the Face to Face Counseling section. Direct Services are only Individual, Couples/Family, Group, and Testing/Assessment.
4. Indirect hours are entered as Other Services.
5. Supervision is reported as Individual or Group with your LPC-S.
6. The Total hours field is calculated for you.
7. Once the entry is complete, click on Add button. The entry will now appear in the Reports from Previous Weeks section below.
8. Your LPC-S must login to their profile to review and Approve.
9. You may make edit or delete this entry up until your LPC-S Approves the entry.
10. The LPC-S may Prepare Weekly Supervision Reporting Log for you in their General Registration tab.
11. Here the LPC-S may Approve, Edit, or Delete the entry. Once the LPC-S Approves the entry, they may Edit it but not delete the reported hours.

<i>SUPERVISION REPORTING LOG</i>									
Direct and Indirect Services									
Supervisor: Bill Henry Atest					Supervisee: JOhn T atJones				
Place of Employment/Internship: gfgrhw									
Direct Clinical Hours include: Face to Face With Client (individual, family, couple, and group counseling)									
Report in Hours e.g. 1, 2, 3.75, etc Enter weeks in chronological order with earliest date first.									
Enter the date of the first day of the week (Sunday or Monday)	Face to Face Counseling				Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Individual	Couples/ Family	Group	Testing/ Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/> <input type="button" value="Return to Profile"/>									
Reports from Previous Weeks									
Note: Before you approve an report entered by a supervisee, verify that the hours are correct. If they are not correct delete the entry and re-enter.									
Date of the first day of the week (Sunday or Monday)	Face to Face Counseling				Other Services	Supervision		Total hours (of supervised clinical practice – not more than 40/week)	
	Individual	Couples/ Family	Group	Testing/ Assess		Individual Supervision Hours (with Supervisor)	Group Supervision Hours (with Supervisor)		
Mon	3.75	1	3	0	0	0	0	7.75	
1/2/2033	10	3	3	0	3	2	0	21	
06/14-20/15	25	5	3	2	1	1	0	37	
06/12-19/15	8	4	0	0	0	0	0	12	
06/08-12/15	4	1	2	1	0	1	0	9	
05/05-07/15 <input type="button" value="Approve"/>	15	0	10	0	0	0	0	25	Delete